



## Drop off – Pick up – Daycare MORNING DROP-OFF

**Paying Daycare hours 7:45 – 8:15 am for ALL STUDENTS  
Until 8:15 am entrance by Downey Street door ONLY**

**Downey PreK1, PreK2, Kindergarten from 8:15 to 8:40 am:**

PreK1, PreK2, and Kindergarten students enter by the Downey entrance. A staff member will accompany your child in his/her classroom. (Curbside drop-off available)

**Ashbury Kindergarten from 8:15 to 8:30 am:**

Kindergarten students may also use the Ashbury entrance and a staff member will accompany your child in his/her classroom. (Curbside drop-off available)

**Ashbury 1<sup>st</sup> through 5<sup>th</sup> grade from 8:15 to 8:30 am:**

1<sup>st</sup> and 2<sup>nd</sup> grade students are welcomed in the main Ashbury courtyard. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students are welcomed in the basket ball courtyard accessible on Ashbury Street. (Curbside drop-off available)

**From 8:00 am to 8:30 am:** the Downey street access will be reserved in priority for PreK1, PreK2 students (with their older siblings). The Ashbury street access will be reserved to elementary students only. Kindergarten students may use both entrances (Downey and/or Ashbury).

**After 8:40 am:** PreK1, PreK2, Kindergarten students must enter through Ashbury street front desk and reach their classroom accompanied by a parent.

**After 8:30 am:** 1<sup>st</sup> through 5<sup>th</sup> grade students must through Ashbury street front desk. Students will need a tardy slip and will go to their classroom accompanied by a parent.

## AFTERNOON PICK-UP

**Afternoon Daycare Hours:** 3:30 to 6:00 pm (paying daycare from 3:30pm)

**Extra Curricular Activities:** According to the Activity schedule

**Homework study help:** 3:45 to 4:30 pm

**PreK1, PreK2, Kindergarten on Downey Street**

From **3:15 to 3:30 pm** parents pick up their child in the classroom.

**After 3:30 pm** the students will be in daycare in a preschool classroom or in recess (you must sign the pick-up sheet daily). From **3:00 to 4:00 pm** you have priority parking on the white zone Downey street parking.

**1<sup>st</sup> through 5<sup>th</sup> grade on Ashbury Street:**

**From 3:15 to 4:00 pm** a staff member accompanies your child to your car (white zone parking only).

**From 4:00 to 6:00 pm** parents pick up their child from daycare and must sign the pick-up sheet.

**After 4:00 pm** you will need to park and enter through the Ashbury front desk entrance. You will pick up your child in daycare from PreK1 to 5<sup>th</sup> grade.

**Administration :** 1201 Ortega St., San Francisco, CA 94122 Tel. (415) 661-5232 x1100

**Ashbury:** 755 Ashbury, San Francisco, CA 94117 Tel. (415) 661-5232 x2100

**Corte Madera:** 330 Golden Hind Passage, Corte Madera CA 94925 Tel. (415) 661-5232 x3100

**DAY CARE**  
**Ashbury Campus 415/661-5232 ext. 2100**  
**Emergency only: 415/264-2713**

Please respect the following rules for the children's safety:

1. **Absences (before 9:00 am)**, lateness, changes regarding the bus or which parent or baby-sitter is picking up the students, **must be phoned in or faxed no later than 12 noon the day of the change**. Due to the schedules of the students and personnel, we cannot guarantee changes will be received and properly implemented after 12 noon. You may also use the "cahier de liaison" (correspondence notebook), write a note to your child's teacher, or call to inform the reception and send an email to [reception@lelycee.org](mailto:reception@lelycee.org) or fax at 415/661-0945.
2. Please **do not park in the Ashbury white zone from 3:00 to 4:00 pm. daily.**
3. We **cannot give personal messages** to students or teachers while school is in session, except in case of an emergency

4.

<p>Children must be picked up before 6:00 PM. <b>After 6:00 PM, parents will be charged \$5.00 per minute.</b></p>
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